

Request for Offers (RFO) Addendum

RFO Number: RFO0084

Addendum Number: 1

Date of Addendum: 10/28/2015

Original Due Date, Time: 11/2/2015; 4:00 PM

Revised Date, Time (if changing): N/A

Title: Expansion of Phoenix System

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting questions and answers on the RFO.

Q: What is the duration of this contract, and will the project need to keep all the resources (BA and Developers) for the duration?

A: The project is expected to last till June 2017, with one year extension thereafter, and all the resources will be needed during the life of the project.

Q: My agency received a notification for this RFO, and the RFO states that the submitting agency has to be approved for both *Web Application Development* and *Analyst*. Should we submit a candidate for this RFO knowing that we're not approved for both types of resources?

A: This RFO requires both types of resources from one agency. If your agency cannot provide all the needed resources, you can disregard the notification.

Q: Does DHS have an incumbent contractor(s) either currently working, or who recently worked, on these 2 positions?

A: Contractors worked on this project during the first quarter of 2015. Currently, no contractor is working on the project.

Q: Are the incumbents eligible to respond to this solicitation?

A: Yes.

Q: If there are incumbents, can you provide the names of these incumbents?

A: Currently, no external incumbents are working on the project.

Q: Our software developers have the needed experience in secure coding using alternate security tools. Is that acceptable?

A: Yes.

Q: While working on this project, can team members work off site?

A: Due to the highly interactive nature of this project, team members need to be available on site between 70% and 80% of the time, during the life of the project.

Q: Will Vendors be permitted to perform the work described in RFO0084 from an offsite/remote location? If no, then can you please provide the onsite location?

A: Due to the highly interactive nature of this project, team members need to be available on site between 70% and 80% of the time, during the life of the project. Team members will have a workspace at DHS building located at 444 Lafayette Rd. in St. Paul. Parking is available for a fee, which is set by the property management.

Q: Will the Business Analyst and two (2) C# Software Developers represent the entire team that will be responsible for the development of the critical modules and enhancements for the Phoenix application?

A: The project team has five other members who are MN.IT employees.

Q: Can you please clarify what the invoice process would be if a production release (deliverable) was delayed as a result of dependencies outside of the Vendor's control?

A: The vendor can invoice the State and expect payments for the work delivered, if production release is delayed due to changes presented by the State. Other factors that may impact production release and are beyond vendor's control will be evaluated on individual basis.

Q: One of the mandatory skills for .Net C# developer is to have 2 years of experience validating code with a variety of accessibility testing tools including WAVE and color contrast analyzers. The WAVE and Color contrast analyzer testing tools are used more by UI designers. And UI designers may have worked in .Net environment but are not .Net C# developers. Most .Net C# developers currently available in the market do not have the WAVE and color contrast analyzer testing tool skills.

This clause makes it unclear if the requirement is for a .Net C# developer or the UI designer or the Accessibility tester. Can you please clarify?

A: This requirement is for the .Net C# developers, and not for the UI designer role. We expect developers to have familiarity writing accessible code compliant with WCAG 2.0 AA and/or Section 508 standards. Minimum color contrast is a standard defined within WCAG 2.0, [section 1.4.3](#), which is part of the MN accessibility standard. Many tools are available to evaluate contrast ratios of 4.5:1 and 3:1, as described in the aforementioned section. If you have WAVE and color contrast analysis skills, be sure to enclose any related experiences.

Q: Also if this is a .Net C# developer position, can the WAVE and color contrast analyzer tool experience be made a desired skill?

A: All state employees are responsible for ensuring that accessibility features are incorporated into every product we create, contract or purchase. Legislation addressing accessibility standards was passed by the Minnesota Legislature in 2009 and became effective September 2010. The statute applies to every product and project state employees create or contract. See [Minnesota Statute 16E.03, Subd. 9](#) and [State of Minnesota Accessibility Guidelines](#) for additional information.

As such, developers need to have experience and be familiar with Minnesota State Accessibility Standards and related tools.

Q: Does the duration of the initial contract coincide with the end date of the project (June 30, 2017?) Or will the initial contract end on a different date?

A: The initial contract/project end date is June 30, 2017.

Q: Do the listed Desired Skills pertain to both analyst and web positions, or just to the analyst?

A: The desired skills are applicable to both positions. Knowledge of Microsoft Active Directory is less critical to the position of Business Analyst.

Q: For the C# Developer, is WAVE required or can he/she have other accessibility testing tool experience (such as SDK or Zensys)?

A: Related work experience with other accessibility testing tools are acceptable.

Q: A bit confused on the end date of this project. The RFO states:

- Install new modules and enhancements June 2016
- Post-installation support June 2016, for period of one month after installing new modules
- Project End Date** June 30, 2017

A: The contract/project end date is June 2017. The June 2016 is the expected first release date, if not sooner.

Q: Is there an incumbent vendor and/or a current consultant performing the duties or any of the three positions? If yes, will they be submitted for consideration?

A: Currently, no contractor is working on the project.

Q: Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?

A: Initial interviews of candidates can be conducted over the phone.

Q: On page 3 you note: "Efforts within each sprint is estimated at 40 hours per week multiplied by 4 weeks for a total of 160 hours. The vendor may invoice at the end of each production release (deliverable) for services completed during the most recent period."

I understand that to mean the vendor can bill monthly for a 4 week sprint for all three team members, correct?

A: Not all sprints, consisting of 160 hours, may have a production release. While the vendor can invoice the State every four weeks, this approach is inefficient for both State and the vendor. Invoice(s) should be issued when a release has been installed in production environment according to terms of requirements and acceptance.

Q: Will the consultants able to work more than 40 hours per week if needed and get paid for the additional hours completed during the sprint (assuming at the same flat rate).

A: Yes. The necessity of working extra hours needs to be discussed with the project team in advance to prevent surprises during invoicing.

Q: For the Analyst role: Regarding required skill 2 years of experience with HIPAA and HITECH requirements. Do they need 2 years of each, or just 2 years' experience of one or the other?

A: HIPAA and HITECH are two separate data privacy subjects, and the candidates need to be familiar with both. Two accumulative years of experience will satisfy this requirement.

Q: For the .Net role: Regarding the required skill 2 years of experience validating code with a variety of accessibility testing tools including WAVE and color contrast analyzers". We understand that WAVE is a Web Accessibility tool, but can you clarify what color contrast analyzer tools you would prefer experience in?

A: Variety of tools are available for testing color contrast, and indicating the color contrast analyzer tools your candidates have used will fulfill this requirement. If you do not have experience in this particular aspect of accessibility compliance, be sure to describe any experience related to validating code for compliance with WCAG 2.0 AA and/or Section 508.

Q: For the Cost Proposal you note: "Document naming convention: Cost Proposal. Example ABC Company, John Doe, Analyst Cost Proposal." Do you want all three team members on the same cost proposal? If so do you want all three names in the file name or something else (e.g. Phoenix team)?

A: As long as each candidate is represented in a separate cost proposal document, the file name is unimportant.

Q: Will you consider taking the best candidates for each role regardless of vendor or will you only be considering the best 'team' so all resources come from one vendor?

A: To respond to this RFO, vendors must be approved in both categories and must provide the full team of resources (three).

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: